

**Florida Administrative Code requires contracted providers to submit a roster of the director, number of classrooms by care level, and teachers assigned to those classroom in the [Quality Performance System \(QPS\)](#) each month.**

Providers exempt from program assessment and not required to submit a monthly roster must have not received one Class I or more than three of the same Class II DCF violations and must meet one of the following:

1. Child care center with 20% of less of all filled SR child care slots out of the maximum capacity.
2. Family child care home with two or fewer of SR child care slots out of maximum capacity.
3. Providers that offer only overnight SR services.

If you have any questions, please contact [Quality@elcfv.org](mailto:Quality@elcfv.org).

Reference:

6M-4.740 (1) Definitions (i) "Personnel" is defined as the director and all teachers entered into the OEL-defined system on the Class Roster and includes all instructional staff assigned to classrooms as lead and assistant teachers. Instructional staff does not include substitutes or others who fill in for an absent teacher or those who are temporarily in a classroom for a teacher break.

6M-4.740(2)b: (b) Providers must electronically report in the OEL-defined system a director, the number of classrooms as well as teachers and care levels assigned to those classrooms as outlined in Form OEL-SR 740, Program Assessment Requirements Handbook. Non-exempt providers or exempt providers that have opted in to participate in program assessment requirements, pursuant to subsection (3) of this rule, must submit an updated monthly roster in the OEL-defined system.

6M-4.740(3): (3) Exemptions.

(a) Providers meeting one of the following shall be exempt from the annual program assessment requirement:

1. A provider that has not received one Class I or more than three of the same Class II School Readiness health and safety violations as cited by the Department of Children and Families or local licensing agency, as applicable, in the two year period prior to contract execution and is a:

- a. Child care center with 20 percent or less of all filled School Readiness child care slots out of the maximum capacity as defined in Forms OEL-SR-6202, OEL-SR-6204, and OEL-SR-6206 as incorporated by reference in Rule 6M-4.620, F.A.C.

b. Family child care homes with two or fewer of filled School Readiness child care slots out of maximum capacity as defined in Forms OEL-SR-6202, OEL-SR-6204, and OEL-SR-6206 as incorporated by reference in Rule 6M-4.620, F.A.C.

2. Providers that offer only overnight School Readiness services.

(b) When a provider's violations cited by the Department of Children and Families or local licensing agency, as applicable, or filled School Readiness child care slots meet or exceed the exemption threshold in paragraph (3)(a) of this rule, during the operating hours from 7:00 a.m. to 6:00 p.m., per its provider type, the provider shall no longer be exempt under this section. A coalition shall monitor violations cited by the Department of Children and Families or local licensing agency, as applicable, and filled School Readiness child care slots monthly and notify to provider within 21 calendar days if the provider's filled slots meet or exceed the exemption threshold in paragraph (3)(a) of this rule or if the provider is cited for disqualifying licensing violations. A provider must receive a program assessment pursuant to subsection (2) of this rule within 30 calendar days of notification to continue contracting for School Readiness services.

(c) Exempt providers may opt to participate in program assessment requirements by submitting a request in writing to the coalition prior to contracting for the School Readiness Program. The coalition shall coordinate a program assessment within 60 calendar days of receipt of the notice. The request to participate in program assessment shall constitute a waiver of the exemption and subjects the provider to all of the requirements of this rule.

(d) If a school-age only provider changes the current care levels served to include any children ages birth-kindergarten entry, and does not require a new contract to be executed, they are exempt from the program assessment requirement until they cross the enrollment threshold of paragraph (3)(a) of this rule. Once this threshold is met or exceeded, the program assessment must be conducted in accordance with paragraph (3)(b) of this rule.

Access the full version of [Florida Administrative Code by clicking here.](#)

## HOW TO – SUBMIT MONTHLY STAFF ROSTERS

Click on the Staff tab, make edits as needed, and then click on Submit Roster.

### Submit Monthly Roster

Click the button below to submit your staff roster for the monthly requirement. All providers receiving composite scores are required to update their rosters at least monthly in the Quality Performance System.

**SUBMIT ROSTER** ✓

View the Roster Submission History by clicking on the type of roster submitted.

### Roster Submission History

This table contains a history of rosters that were submitted to fulfill the monthly roster submission requirement. Click the row to expand and see which teachers were submitted for that month.

CHILD ASSESSMENT RELIABILITY    IMPROVEMENT PLAN    **STANDARD**

Month/Year ↓	Roster Submitted Date	Roster Status
08/20	2020-08-04	Complete
07/20	2020-07-30	Complete

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**Note:** The system does not allow a roster submission when the classroom list is missing the funding source. If the system returns you to the classroom list when attempting to submit your roster, click yes on the pop up message and add the funding source for each room, return to the roster and then submit.

## Classrooms List Incomplete

One or more of your classrooms are missing data. Before you can submit your monthly roster, you must enter the missing classroom data. Would you like to update your Classroom list now?

YES

CANCEL

### HOW TO – ADD A CLASSROOM

Click on the Classroom tab and then on Add Classroom or the purple plus button.

ADD CLASSROOM

+

Enter the name of the classroom. Each classroom must have a different name. Select the appropriate CLASS tool from the dropdown box for observing this room. The tool should match the age of the majority of children in the room. Add the main funding source for the room from the dropdown box and the language of instruction. Next, add the date that the classroom opened for serving children. Add a description if desired and assign a teacher. If there are any unassigned staff on your roster, their name will appear in the Assigned Teacher(s) dropdown box. If there are no names in the dropdown box, go to the Staff tab and add the teacher for the room. If the teacher is already assigned to a room, you must remove them from that room before assigning them to a new room.

Click Save.

## New Classroom

Classroom Name

CLASS Tool



Funding Source



Language of Instruction



 Day Classroom Opened

Description

Assigned Teachers(s)



SAVE

CANCEL